
(Agency Number)

(Agency Name)

CERTIFICATION OF FIXED ASSET INSPECTION FY 20__

Director
Division of Accounts and Reports
Department of Administration
Room 351S, Landon State Office Building
Topeka, Kansas 66612-1248

In accordance with K.S.A. 75-3729 and following the instructions in the Division of Accounts and Reports Policy and Procedure Manual #13,001, the persons taking the inventory have read the instructions. A physical (sight) inventory has been taken of all the fixed and movable property belonging to the State as of June 30, 20__, and in the possession of the agency. In those areas where a physical count was not made on June 30, 20__, a recent physical count has been taken and the date of the count is shown.

The inventory was prepared by personnel under my direction and is correct and complete.

Agency Authorized Signature (Agency Head or Chief Fiscal Officer)

Prepared By

Title

Date

☐ This agency has no fixed assets with a value greater than \$5000.

Agency Authorized Signature (Agency Head or Chief Fiscal Officer)

Date